

TOWN OF NORTHFIELD, VERMONT
BOARD OF SELECTMEN
Minutes of June 23, 2015

- I. **ROLL CALL.** Chair John Quinn III, Selectmen Lynn Doney, Matthew Gadbois, Kenneth W. Goslant, and K. David Maxwell. Also present were Town Manager Jeffrey Schulz, Acting Clerk Kenneth McCann, Utility Superintendent Patrick DeMasi, Brent Blevins (Planning Analyst, Cabot Hosiery Mills), Ed Neis (New Life Community Church), Bruce Baroffio Sr. (Baroffio's Garage), Bruce Baroffio Jr., Jack Baroffio, Remy Baroffio, James Robinson, Travis Lane, Katrina DeMasi, Anne Donahue, Margaret Lefebvre, and Kathleen Lott (*Northfield News*).

Chair Quinn called the meeting to order at 7:00 p.m.

II. **PUBLIC HEARINGS**

- a. **Vermont Community Development Program (VCDP) Application: Cabot Hosiery.** Chair Quinn began the public hearing at 7:01 p.m. by reading the Notice of Public Hearing as follows:

The Town of Northfield is considering making application to the State of Vermont for an Implementation Grant under the Vermont Community Development Program (VCDP). A public hearing to discuss the application will be held at 7:00 p.m. on Tuesday, June 23, 2015, at the Northfield Brown Public Library Community Room, 93 South Main Street, Northfield, Vermont, 05633. The public hearing will also serve to obtain the views of citizens on community development, to furnish information concerning the amount of funds available, to discuss the range of community development activities that may be undertaken under this program, to review the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds. The proposal is to apply for \$1,000,000 in VCDP Funds which will be used for the construction of a 99,500 square foot addition to the existing Cabot Hosiery Mills manufacturing facility at 364 Whetstone Drive, Northfield, Vermont. Associated parking, drives, and utilities will also be built.

Brent Blevins, the Planning Analyst for Cabot Hosiery Mills (AKA Darn Tough), was present to answer any questions the public might have about the planned expansion. Mr. Blevins stated that the construction now is planned for next summer. Among other things, the Act 250 process is taking a little longer than expected. If the grant application is successful, the funds would be used to expand the municipal infrastructure (i.e., utilities, roads, etc.) connecting to the project site. The expansion would result in a building worth about \$20,000,000. Cabot Hosiery is looking for additional financing as banks will only lend so much based upon the value of the existing facility. The historical and environmental site analyses have been completed and no problems were found. The hearing before the Community Development Board probably will be held this November but that might be advanced by a month or two. The State requires that at least twenty-five (25) jobs be created for each \$1,000,000 of grant money awarded and Mr. Blevins is confident that Cabot Hosiery will more than meet that threshold. Chair Quinn asked if there was any risk for the Town in getting involved in this process. Manager Schulz said there was not. The Town will merely be acting as the go-between for the State and Cabot Hosiery so it should incur only some administrative costs. Depending on the terms of the grant agreement, up to fifty percent (50%) of the grant funds awarded (up to \$750,000) could be returned to the Town and used for other economic development projects.

Chair Quinn asked if any members of the public had questions. No one came forward. Selectman Gadbois said that his only concern is what would happen if the grant application is unsuccessful. Mr. Blevins said that if this happens, the project might be delayed as Cabot Hosiery would need to look for additional funding sources. However, the expansion has to be done because the existing facility is far too small for the number of sewing machines, etc. needed to meet the high demand for its very popular products. Chair Quinn noted that the Select Board will be discussing later whether to approve and sign a resolution in support of this grant application. There being no other comments or questions, Chair Quinn closed the public hearing at 7:14 p.m.

- b. **Application for Certificate of Location for Salvage Yard: Baroffio's Garage (616 North Main Street).** Chair Quinn began the public hearing at 7:15 p.m. by reading the Notice of Public Hearing as follows:

The Town of Northfield Select Board will hold a public hearing on Tuesday, June 23, 2015 at 7:15 p.m. at the Brown Public Library Community Room, 93 South Main Street, Northfield, Vermont, to consider an application for certificate of approved location for a salvage yard by Jack and Thelma Baroffio at 616 North Main Street, Northfield, Vermont, 05663.

Bruce Baroffio Sr. now runs Baroffio's Garage on behalf of his parents, Jack and Thelma Baroffio. Mr. Baroffio received a letter in May 2015 from the Vermont Department of Environmental Conservation stating that due to the presence of a number of unregistered motor vehicles, Baroffio's Garage is acting as an unpermitted salvage yard. Mr. Baroffio said that the business is not doing anything different from what it has been doing for the past fifty (50) years but recent state law has put them in non-compliance. The used vehicles are kept on site only until they can be repaired for sale or being stripped for parts before hauling to the scrap yard. Upon receiving the letter, the Baroffios contacted an attorney who advised them to ask the Town to approve their request to be certified as a salvage yard location.

Chair Quinn asked how many vehicles were now on site. Mr. Baroffio estimated about twenty-five (25) with the yard about two-thirds full. This is a higher number than usual because he has been waiting for scrap metal prices to rise. The amount now being paid barely covers the cost of hauling to the scrap yard. Selectman Goslant wanted confirmation that Baroffio's Garage is operating the same way it always has. Mr. Baroffio said this was the case. In fact, the site has a lot fewer used tires and oil drums on site because the State has made it much easier to dispose of them properly. Selectman Gadbois asked if the site would meet all fencing requirements in the Vermont Salvage Yard Law. Mr. Baroffio said that it would. The Village Trustees had made similar stipulations several years ago when they allowed vehicles to be stored there. Margaret Lefebvre lives nearby and is worried that if people discovered that the site has become an approved salvage yard, they might start dumping items near the business. Mr. Baroffio said that this has never happened before. He added that he never considered the site to be a salvage yard since he doesn't accept material from the general public. However, this is how the State now classifies it. All they want to do is temporarily store used vehicles on the site and not to collect trash, etc. He confirmed that all the State's conditions would be met. Chair Quinn noted that the Select Board will discuss later whether to formally support the Baroffios' application. There being no other comments or questions, Chair Quinn closed the public hearing at 7:35 p.m.

III. **PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.

IV. **SET/ADJUST AGENDA.** There were no changes to the posted agenda.

V. **PUBLIC PARTICIPATION (SCHEDULED):**

- a. **Elder Ed Neas, New Life Community Church: Request to Use Northfield Common for Community Vacation Bible School.** Mr. Neas stated that his church, located on East Street, will be holding vacation bible school the week of July 13-17, 2015, from 5:00 p.m. to 8:00 p.m. He would like the Select Board's permission to hold some activities on the Northfield Common. The same request was made of the Village Trustees last year and it was approved. Selectman Maxwell asked if there were any issues with last year's event. Mr. Neas said there were none. Motion by Selectman Maxwell, seconded by Selectman Gadbois, to permit the New Life Community Church to use the Northfield Common on the days and times indicated above. Selectman Gadbois noted that the Northfield Farmers Market uses the Common on Tuesday afternoons and does not conclude its business until 6:00 p.m. Will there be a conflict? Mr. Neas stated that the youths and the adults supervising them will be meeting at the church first and probably won't be heading to the Common until after 6:00 p.m. In any case, there will only be a few children on the Common at a time and the adults will make sure that there is no interference. **Motion passed 5-0-0.**

VI. **APPROVAL OF MINUTES**

- a. **June 9, 2015 (Regular Meeting).** Motion by Selectman Goslant, seconded by Selectman Maxwell, to approve the minutes. **Motion passed 5-0-0.**

VII. **APPROVAL OF BILLS**

- a. **Warrant #25-15.** Motion by Selectman Gadbois, seconded by Selectman Maxwell, to approve Warrant #25-15 in amount of \$1,295,087.95. Selectman Doney asked about a \$113.73 hammer purchase for the Water Department. Manager Schulz checked the invoice and found that two (2) specialty hammers had been purchased. Selectman Goslant noted the Highway Department's purchase of road material (i.e., stone, plant mix) and asked if this was used on roads or just added to the stockpile. Manager Schulz stated that it was used for bad roads during Mud Season. Selectman Goslant asked about an expense for "disco lines" at the Municipal Pool. Utility Superintendent Patrick DeMasi said that he noticed some suspect power lines by the pool and requested that they be disconnected, repaired, and reconnected. Chair Quinn noted an invoice for paving on Washington Street. Manager Schulz confirmed that the work had been done on lower Washington Street recently. **Motion passed 5-0-0.**
- b. **Warrant #01-16.** Motion by Selectman Gadbois, seconded by Selectman Maxwell, to approve Warrant #01-16 in the amount of \$41,291.22. **Motion passed 5-0-0.**
- c. **Warrant #01-16A.** Motion by Selectman Gadbois, seconded by Selectman Maxwell, to approve Warrant #01-16A in the amount of \$319,119.83. Selectman Maxwell asked if this was refinancing of the bank note for the Depot Square Roadway Reconstruction project. Manager Schulz confirmed that it was. Selectman Goslant asked how long the Town would have to pay for this. Manager Schulz believes that this is a twenty (20) year loan. **Motion passed 5-0-0.**
- d. **Approval of Bi-Weekly Payroll through June 7, 2015.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve the bi-weekly payroll in the amount of \$86,656.98. **Motion passed 5-0-0.**

VIII. **SELECT BOARD**

- a. **Vermont Community Development Program (VCDP) Grant Application Resolution: Cabot Hosiery.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve and sign the resolution in support of Cabot Hosiery's VCDP grant application (as discussed earlier during tonight's first public hearing). **Motion passed 5-0-0.**

- b. **Decision on Application for Approved Location of Salvage Yard: Baroffio's Garage.** Motion by Selectman Goslant, seconded by Selectman Maxwell, to approve the application from Baroffio's Garage for a Certificate of Approved Location of Salvage Yard and to direct Manager Schulz to draft an accompanying findings document. Manager Schulz had explained that the findings document was needed so that it will be clear to the State that the Select Board had found that the application is in compliance with all requirements. He will prepare the document for approval and signature at an upcoming meeting. **Motion passed 5-0-0.**
- c. **FY 2015/2016 Water, Sewer, and Electric Budgets.** Manager Schulz noted that the Select Board members had received the proposed budgets at the previous regular meeting (06/09/15) and had been asked to review them for formal approval tonight. He repeated that should the budgets be approved as proposed, there would be no rate increases for Northfield utility customers. Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve the budgets as recommended by the Utility Commissioners. Chair Quinn asked if there would be any increase in the operating budgets. Manager Schulz said that Water Department operating expenses would go up by \$19,300 and Sewer Department operating expenses would go down by \$21,000 so this will even out. **Motion passed 5-0-0.**
- d. **King Street Water Project: Discussion of Full versus Partial Paving of King Street.** Manager Schulz stated that the original plan was to repave King Street only on the side of the street where the new water mains would be installed. Considering that the whole street would be disrupted, the project engineers now recommend that the whole street should be repaved. A change order has been submitted that would add an additional cost of \$104,985.01 for paving both sides of the street and an additional \$5,220.00 to install wood curb replacement on the bottom of Turkey Hill Road. Selectman Goslant asked why the engineers did not suggest this repaving when the project was originally proposed. Manager Schulz said that this consideration arose as the project was developed and it was realized how narrow King Street is and how bad the partial repaving would look. Chair Quinn felt that the possibility of this additional cost should have been brought up during the budget sessions. Manager Schulz added that the construction bids received for the King Street Water Main Replacement Project were lower than had been expected when the project engineers designed the project. Selectman Goslant does not feel compelled to spend the savings elsewhere. Chair Quinn does not like the idea of unbudgeted expenses.
- Kathleen Lott asked if the additional expense would be charged to the utility customers. Manager Schulz confirmed that this is the current plan. Selectman Maxwell does not favor having the ratepayers pay for repaving that is not directly related to the water main installation. Chair Quinn also is concerned about the source of payment. Manager Schulz then suggested that the repaving costs not related to the project could come out of the Town Highway budget. Selectman Goslant believes that construction firms make a good amount of their money off of change orders and wanted to be sure that the price quoted was accurate. Manager Schulz said that the project engineers believe so and they recommend approving the change order. Chair Quinn noted that the Highway Department now is projected to have a surplus of about \$50,000 at the end of this fiscal year (06/30/15). Manager Schulz confirmed that this probably would be the case although we will not know the exact amount for a couple months after all invoices have been received and paid. Chair Quinn asked Manager Schulz if he would feel comfortable using the FY 2014/2015 Highway Department surplus funds and funding the rest of the change order cost out of FY 2015/2016 Town Highway paving funds. Manager Schulz did not have a problem with this.
- Chair Quinn asked if the curb work on Turkey Hill needed to be done in conjunction with the Water Project. Manager Schulz said it could wait until later. Selectman Goslant would rather have all the work needed in the area done while the construction crew was on site. Selectman Maxwell was a Village Trustee when this project was approved and noted that they made the decision to patch rather than repave King Street due to the projected high cost. Manager Schulz reaffirmed that based on the bid proposals received, the engineers did overestimate project costs when the Village Trustees made this decision.
- Motion by Selectman Maxwell, seconded by Selectman Goslant, to approve the change order in the total amount of \$110,205.01 to be funded by FY 2014/2015 Town Highway surplus funds and the remainder out of the FY 2015/2016 Town Highway paving budget. Selectman Doney asked if this would harm Town Highway operations in the next fiscal year. Manager Schulz stated that the road maintenance budget would not be affected but paving funds would have to be shifted around. Selectman Gadbois felt that there were roads and sidewalks in Northfield with more daily traffic than King Street that should have precedence. Chair Quinn noted that the Highway Committee had not set its paving priority list for this summer so nothing was determined regarding the roads to be paved this year. Selectman Goslant felt that King Street already was in bad shape so it should be fully addressed while the construction crew was there. Selectman Maxwell believes that there should be better coordination of long-term projects rather than doing things in a patchwork manner. **Motion passed 4-1-0, with Selectman Gadbois voting in the negative.**
- e. **Capital Improvement Note (Depot Square Roadway Reconstruction).** Motion by Selectman Gadbois, seconded by Selectman Maxwell, to approve and sign the Capital Improvement Note in the amount of \$316,784.69 at 2.83% interest; to approve and sign the Capital Improvement Borrowing Resolution; and to approve and sign the Capital Improvement Borrowing Tax Certificate. Chair Quinn asked why the interest rate on this note is higher than on others. Manager Schulz said this is a long-term loan with a locked-in interest rate. **Motion passed 5-0-0.**

- f. **Capital Improvement Note (2014 Ambulance Unit).** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve and sign the Capital Improvement Note in the amount of \$67,880.00 at 1.11% interest; to approve and sign the Capital Improvement Borrowing Resolution; and to approve and sign the Capital Improvement Borrowing Tax Certificate. **Motion passed 5-0-0.**
 - g. **Approval of Northfield Electric Department (NED) Bill Abatements.** The Select Board received a list of uncollectable electric bills that NED would like abated. Motion by Selectman Gadbois, seconded by Selectman Maxwell, to abate the "Accounts with Small Balance and/or No Available Address" in the amount of \$14.12; to abate the "Accounts with Bankruptcy Discharge or Deceased" in the amount of \$31.12; and to abate the accounts that the "Collection Agency has Marked Account Inactive" in the amount of \$16,237.46. Chair Quinn asked how these sums compared to last year. Manager Schulz believed they were slightly higher. He added that now that NED has lien authority, landlords will be ultimately responsible for the unpaid bills incurred by their tenants. Selectman Maxwell dealt with this previously as a Village Trustee and confirmed that the amounts fluctuate slightly over the years. **Motion passed 5-0-0.**
 - h. **American Legion Request to Locate Sandwich Board on Town Property.** Manager Schulz stated that the American Legion has asked for the Select Board's permission to put a sandwich board advertising their special events, etc. on the Northfield Common near the flagpole. A separate permit will be required from the Planning Commission for the sign itself. Motion by Selectman Goslant, seconded by Selectman Doney, to approve the American Legion's request. **Motion passed 5-0-0.**
 - i. **Town of Northfield Social Media Policy.** Selectman Maxwell asked that consideration of this matter be tabled until the next meeting so he can have time to fully review the document. There was no objection.
 - j. **Economic Development Committee Meeting.** Chair Quinn noted that the meeting that would have been held tomorrow night (06/24/15) has been rescheduled for Wednesday, July 15, 2015. There will be a further discussion of Brownfields at this meeting.
 - k. **Select Board Special Meeting.** A special meeting has been scheduled for Tuesday, July 7, 2015, so that the Select Board can approve the FY 2015/2016 Town Tax Rates. It was suggested that if the findings document for Baroffio Garage is prepared by then, it could be approved and signed at this meeting.
- IX. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS**
- a. **Brown Public Library (BPL) Roof Repair Project.** Selectman Gadbois serves on the Town Building & Energy Committee and he asked if there were any updates. Manager Schulz stated that the original estimate for the project was between \$30,000 and \$40,000. He has been working with the BPL Trustees, especially Treasurer John Stevens, on finding ways to pay for this. This would include grant applications, fundraisers, etc. There also is an urgent need to work on the front steps, which are deteriorating.
 - b. **Town Cemeteries.** Selectman Maxwell asked for a status report. Manager Schulz stated that he recently toured the cemeteries with Bruce Wright, the Cemetery Maintenance Contractor, in order to develop a priority list for repairs, etc. The wall at the Mount Hope Cemetery is a major concern and Mr. Wright is seeking estimates on how to address this and other concerns. Some cemeteries have very large trees in their midst that would be very difficult to trim or take down without damaging the monuments, etc.
 - c. **Roadside Mowing.** Chair Quinn was at an automobile repair shop recently and saw a very large vehicle that is used to mow roadsides very quickly. He would like the Town to look into hiring such a machine and operator for Northfield's side roads during the summer, thus freeing up Town Highway equipment and personnel. On a related note, Selectman Gadbois would like the heavy brush alongside Bull Run Road addressed as a visibility problem has been created.
 - d. **Outdoor Seating at the Knotty Shamrock.** Selectman Doney is concerned that the outside seating at the Knotty Shamrock appears to jut out too far into East Street. He wanted to know who would be financially responsible should a patron be struck by a motor vehicle. Manager Schulz said that the business owner is required to carry sufficient insurance to indemnify the Town should this happen. This was required by the State's Alcohol Control Board and the Town when the approval for outside seating was granted.
- X. TOWN MANAGER'S REPORT.** Manager Schulz had nothing to add to his written report.
- XI. PUBLIC PARTICIPATION (UNSCHEDULED).**
- a. **Kathleen Lott: Aseltine Road.** Ms. Lott said that there is a new bump on the road that is quite bad if you hit it at the wrong angle. She would like the Town Highway Department to look into this and some other road damage caused by recent rains.
- XII. ADJOURNMENT.** Motion by Selectman Maxwell, seconded by Selectman Goslant, to adjourn. **Motion passed 5-0-0.**

The meeting adjourned at 9:04 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

An audio recording of this meeting is available in the Town Manager's Office.

These minutes were approved at the regular Select Board meeting of July 14, 2015.